

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK**

401 West Central Boulevard
Orlando, Florida 32801-0120

Sheryl L. Loesch
Clerk of Court

**Public Notice
Revised Administrative Procedures for Electronic Filing**

The United States District Court for the Middle District of Florida has published a revised version of its Administrative Procedures for Electronic Filing. The revised procedures are posted on the Court's website at www.flmd.uscourts.gov

Since July 12, 2004, the United States District Court for the Middle District of Florida has mandated electronic filing through the Case Management/Electronic Case Files ("CM/ECF") system. Unless otherwise permitted by the Administrative Procedures for Electronic Filing, a Court order, or the Local Rules of the Middle District of Florida, all documents submitted for filing in civil, criminal, and miscellaneous cases must be filed electronically through CM/ECF. Eligible attorneys and *pro se* litigants authorized by Court order to file electronically are referred to in the Administrative Procedures as "E-filers."

These mandatory procedures provide attorneys and litigants directions on using CM/ECF. In addition, the Court's Electronic Case Files CM/ECF User Manual provides step-by-step instructions on the electronic filing process. Attorneys and litigants may also call the appropriate divisional Clerk's Office with any questions.

The Court may modify these Administrative Procedures for Electronic Filing at any time without prior notice. The Clerk or any judge of this Court may depart from these procedures without prior notice.

Jacksonville Division
U.S. Courthouse
300 North Hogan Street
Jacksonville, FL 32202

Ocala Division
U.S. Courthouse
207 N.W. Second Ave.
Ocala, FL 34475

Orlando Division
U.S. Courthouse
401 W. Central Boulevard
Orlando, FL 32801

Tampa Division
U.S. Courthouse
801 N. Florida Avenue
Tampa, FL 33602

Fort Myers Division
U.S. Courthouse
2110 First Street
Fort Myers, FL 33901